

Kapiti Coast District Council Policy for Community / Mara Kai Gardens

Policy and Selection Criteria

1. Council will enable the establishment of community gardens/mara kai on public open space, provided public use and access to the land is maintained.
2. Community gardens will not normally be considered in premier parks or in coastal or native regeneration management areas, but could be considered if no other suitable land is available in the area.
3. The location of community gardens should only be on reserves or Council land that is reasonably enclosed, preferably on back sections for security, and where that use is consistent with the purpose of the reserve.
4. Only one building per community garden site is allowed. That building should not exceed 24m² in size, must comply with the District Plan, and have any necessary building or resource consents.
5. Council will not supply potable water for community gardens, but may assist with a Community Board grant to establish a water bore.
6. Community gardens must operate on a not for profit basis.
7. Prospective community garden groups are required to submit a written application.
8. The application shall contain a community garden management plan and will be assessed by the relevant Council Asset Manager in accordance with set criteria as listed.
9. Following the initial assessment, which will include consideration of a licence to occupy, officers will consult with adjoining residents and report to the relevant Community Board.
10. The delegation for approving community garden proposals rests with the relevant Community Board which may either approve or reject the application, but may not amend the proposal other than as recommended by Council officers.
11. If the application is approved by the Community Board, the approval would still be subject to the requirement to obtain a licence to occupy the land. The decision on, and preparation of, any licence is subject to the Reserves Act 1977 and would be done under the appropriate officer's delegated authority.
12. The maximum term of any initial licence to occupy the land will be one year on a trial basis. The community garden will be reviewed after the first year by the appropriately delegated Council officer and the licence may be extended up to a maximum of four

years at a time at the sole discretion of the Council officer. The maximum combined period of any licence will not exceed five years.

13. Annual rental is to be set in line with existing reserves charges.
14. The lessee will not be able to sublease to individuals.
15. Community gardens must meet all necessary health and safety requirements.
16. Community garden groups should have public liability insurance if deemed necessary following legal advice.

Application and Selection Criteria

1. The purpose and objectives of the community garden groups.
2. Benefits of the garden to the local area and community, including who will benefit from the produce.
3. Linkages with other community groups or initiatives.
4. Whether the proposal outlines innovative urban sustainability techniques, for example, water conservation.
5. The proposed organisational structure and fees if applicable.
6. Identified liaison person for the community garden group.
7. Skills and competencies of group members.
8. An estimated budget, timeline for establishment, maintenance regime for the area, and funding sources.
9. Process for gardeners to make decisions and resolve conflict.
10. Training and induction of new gardeners.
11. Size of land required, parking and storage requirements etc.
12. How the proposal fits, and is consistent with, reserve purpose and existing reserve management plans.
13. The standard Community Garden Management Plan, which should include:
 - a. Organisational structure and meeting requirements
 - b. Horticultural methods
 - c. Mowing and maintenance
 - d. Weed and pest control
 - e. Composting
 - f. Safety, security and vandalism
 - g. Structure and storage
 - h. Aesthetics and tidiness
 - i. Signage
 - j. Noise and odour.

14. Whether the natural and physical characteristics are conducive to successful community gardening such as aspect, topography, soil type, etc.
15. Access to the site.
16. How health and safety issues have been properly considered and addressed.
17. Whether the site has good infrastructure, such as drainage and bore water supply.
18. Compliance with any building or resource management regulations.
19. How the proposal fits with Council policies, strategies and plans.
20. Consideration of potential conflict with adjoining land uses.
21. Consideration on how much reserve land has been allocated to similar activities within the area.